PRIOR TO THE CONFERENCE

Please note that you will have the possibility to upload your PPT presentation online beginning of April.

PRESENTATION GUIDELINES

All presentations will be presented on a PC with Windows 7 and PowerPoint 2016.

In order to ensure an optimal delivery of your presentation, please refer to the following guidelines in the preparation of your presentation:

PREPARATION:
- Your presentation should be prepared in **Microsoft PowerPoint**. As a general rule, **it is better to use PPTX format** (compatible PowerPoint 2007/2010/2013/2016).
- Your presentation will be displayed in landscape orientation, **16/9 ratio**.
- Use high-contrast lettering and readable fonts (minimum font size of 24).
- Use standard Windows fonts only.
- Use high-contrast colours (light text on dark background or vice versa).
- A maximum of 7 lines per slide and 5 words per line will improve the communication value of your slide.
- **Save your presentation on a USB memory stick** as a back-up and bring these with you to Madrid.

PICTURES:
- Save the picture you want to use as a JPG or PNG and set the compression/quality to medium or high.
- Avoid saving your pictures as TIF files (especially for MAC presentations).
- Save the pictures used in your presentation separately or on a USB memory stick. *In case of problems we can re-insert the original pictures.*

VIDEO:
- AVI, WMV, MP4 or MOV are the only acceptable video formats.
- Save the videos used in your presentation separately on your USB memory stick. *In case of problems we can re-insert the original videos.*

GRAPHICS:
- Save the graphics or spreadsheets (Excel) used in your presentation separately on your USB memory stick. *In case of problems we can re-insert the original graphics or spreadsheets.*

FONTS:
- Try to avoid using non-standard Windows fonts or language specific fonts.

APPLE:
- Please save your presentation as ".PPTX" (PowerPoint 2011/2016), it will guarantee a better compatibility with the system.
- Check your presentation on a Windows-operated computer (preferably Win7) before you bring it to the conference.
- Image: Do not copy and paste the images from another application, please use the "insert image from a file" functionality from PowerPoint (format JPG or PNG).

THE DAY OF YOUR PRESENTATION

The appropriate use of audio-visual equipment is crucial for the success of our conference. We will be working with the same excellent team of technicians from the previous eight years. We have set out recommendations for the use of audio-visual equipment during the conference. Please read them in order to ensure a smooth process without any inconvenience to the faculty and the attendees.

A Slide-Preview Room will be available to all abstract presenters. The facilities in the Slide-Preview Room provide the possibility to review your PowerPoint presentation, last minute alterations of your PowerPoint presentation and the support of technical staff. To enable the staff to handle the technical aspects in an adequate way, all presentations should be prepared according to the presentation guidelines below.

The presentations are sent to the relevant lecture rooms from the Slide-Preview Room. Technicians will be available to offer any kind of assistance you may need, and it will be possible to visualise the presentations.

Slide Preview Room opening hours:

Thursday 3rd May 2018	12:15-20:15
Friday 4th May 2018	08:30-19:00
Saturday 5th May 2018	08:30-13:00

The organisers strongly recommend that all presentations are delivered and **previewed at least two hours before the beginning of the session**. Speakers presenting in the early morning sessions should ensure that they have checked in their presentations during the previous day.

For the delivery of the presentations we would like to give you some recommendations:

1. We recommend using a USB memory stick (+as a backup, a 2^(nd) USB memory stick or a Laptop) to upload your presentation to the central system.
2. **It will not be possible to link your own laptop directly in the session room or to plug your own memory stick onto the computer set up in the room**. If you anticipate any technical constraints, please contact a technician in the Slide-Preview Room. These constraints will be overcome if advanced notice is given to the technical team.
3. In case the presentation includes videos, they should be loaded in a standard Windows-compatible format, such as AVI, WMV, MP4, MOV. If this is not the case, or if the size of the file exceeds the capacity of a standard memory stick, then the presenter is kindly requested to ask for assistance at the Slide-Preview. Please note that this process takes time and should therefore be completed well before the start of the session to allow the technical team to work on the files if necessary.

The use of direct connections in the session rooms (either by directly connecting the laptop or by delivering the presentation on a memory stick) is not desired because the use of non-standard systems and/or fonts can have unpredictable results. Please remember that, apart from disrupting the session, this can make a nice presentation undeliverable. To ensure a good audio quality, we prefer the speaker uses a mouse when commenting on the presentation.

Kindly be in the session room 10 minutes before the session starts to meet the chair and to familiarise yourself with the technical and other equipment. Conference staff will be present to assist you.

Equipment available in each session/lecture room: 1 laptop computer (+ mouse), 1 video projector (beamer), 1 lecture microphone, 1 fixed microphone & 1 technician.